CITY OF LOS ANGELES
VENDOR SELF SERVICE
VENDOR OUTREACH

October 12, 2017

Agenda

1. Introductions / Overview on FMS 2.0

2. What is Vendor Self Service?

3. How do I create an Account?

4. What can I do in VSS?

5. VSS Recap

6. Q&A

- Financial Management System (FMS) 2.0 was launched in July of 2017
  - Electronic submission of invoicing information from vendors
  - Vendor Self Service ("VSS") module

What is Vendor Self Service?

- City of Los Angeles' new Vendor Self Service website will allow you to:

  ✓ Create a personal account for your organization

  ✓ Manage your organization's information (addresses, contacts)

  ✓ Monitor contract amounts & payments

  ✓ Submit invoices online

  ✓ View the up-to-date status of your invoice

Vendor Self Service
What this means for you

Better Control

✓ See your account information and make quick & easy updates

More Information

✓ View the up-to-date amounts & statuses of your contracts, payments, and invoices anytime

Efficient Invoicing

✓ Submit invoices online using simple, step by step pages
✓ Track the status of your invoices
   o See when it's been received, approved, and paid

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How do I create an account?

Three easy steps:

1. Provide Contact Information
2. Receive an Activation Code
3. Create your Account

City of Los Angeles
Vendor Self Service Website

LAVSS | Los Angeles Vendor Self Service

HOME   QUICK TIPS   CONTACT US   VSS GUIDES

lavss.lacity.org

The City of Los Angeles Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Please disable your pop-up blocker in order to access all parts of the site.

If you currently have contracts with the City and have received an activation code, click "Register" to activate your account. If you have not received a code, click Request Activation.

If you are new to working with the City, or have not done business with the City for more than five years, click "New Registration" to create an account.
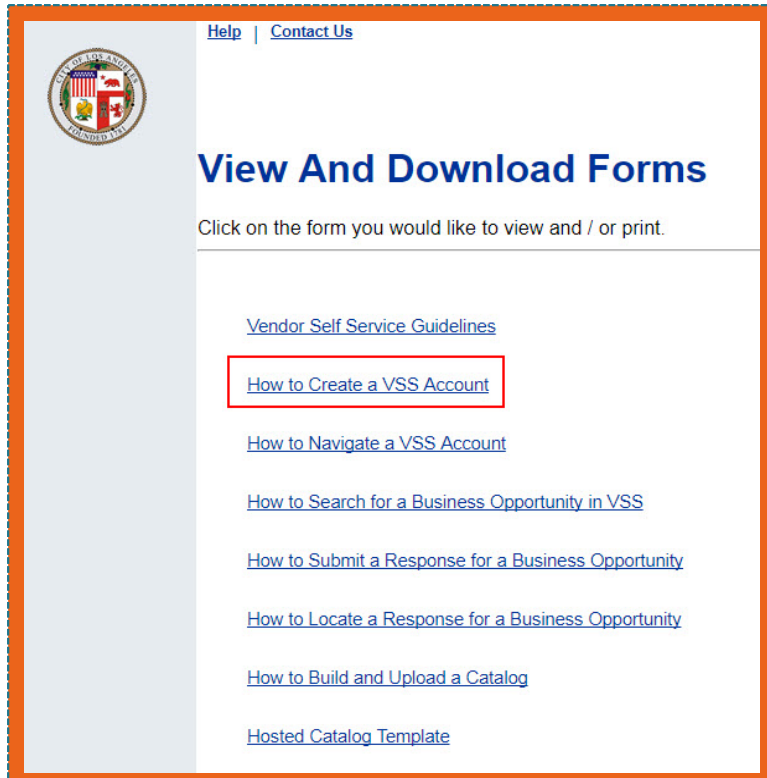
> Username

> Password

Login

Password Reset

New to working with the City? → Click New Registration to create an account that will allow you to submit online bids.   [New Registration]

Don't have an account? → Click Public Access to view business opportunities without logging in.   [Public Access]

Already working with the City, but don't have a Login? → Click Request Activation for instructions on how to receive an activation code for your Vendor   [Request Activation]

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Step 1: Search Your Vendor Account

- Click the "VSS GUIDES" tab on the homepage

https://lavss.lacity.org/

Step 1: Search Your Vendor Account

- ## Instructional Guide on How to Create a VSS Account

https://lavss.lacity.org/

Step 1: Search Your Vendor Account

- New Registration Button

https://lavss.lacity.org/

Click here

Step 1: Search Your Vendor Account

- ## Search for Your Vendor Record

  ## https://lavss.lacity.org/

Search for an Existing Account

Cancel Registration   Back

To register your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▾ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number [_____]   OR   **Legal Business Name** [_____]

Search

OR

▾ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name [_____]   AND   **Last 4 digits of SSN** [_____]

Search

Cancel Registration   Back

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Step 1.1: Provide Contact Information

- ## Account Has Not Been Registered

  ## https://lavss.lacity.org/

What if My Account is Already Registered?

- ## Vendor Account is Already Registered

A. If Your Vendor Account is Already Registered...

Step 1: If your vendor code was listed in the results, and the **Registered?** column says *Yes*, this means that someone within your organization has already created an account in VSS. Registration can only be completed once for each organization. However, the person within your organization who is the administrator for your VSS account can create additional users.

Click the **Contact Your Administrator** link to confirm who is the administrator for the account within your organization. Contact that person to request access.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Registered?	
VC0000129 1	DY-E ND TEST2		Yes	Contact your Administrator
VC0000129 2	DY-E ND TEST2		Yes	Contact your Administrator

Step 2: Receive Activation Code

- ## Follow the instructions in the email

To: Vendor 123
Cc:
Subject: ADVMAIL: VSS Activation Password Email Notification

Dear Vendor 123,

Congratulations! You are eligible to create a vendor self-service account on the City of Los Angeles' Vendor Self Service website for vendors to view and maintain account information, view financial records, submit electronic invoices, and upload purchasing catalogs. We'll also be adding additional features throughout the course of the year, which will allow you to enter bank account information for payments issued via Electronic Funds Transfer (EFT).

To activate your account, please click the link below:
http://lavss.lacity.org/123123123123123123

If you are unable to click the link above, please copy and paste it into your web browser's address bar. For best results, open using Internet Explorer or Mozilla Firefox.

In VSS, click "Register". You will then be asked to enter the case sensitive account verification password provided below. Please copy and paste the complete string of password below into the Vendor Verification Password field on the Account Verification page in VSS.

Your verification password is:

< YOUR PASSWORD HERE >

Once you have entered this, you will be able to create your username and password that you will use to log into the Vendor Self Service (VSS) portal.

Please do not reply to this email as this is system-automated and no replies will be received by the City. If you have questions, please contact the City of Los Angeles at askVSS@lacity.org. Please include your vendor code in the subject line.

Thank you,
The City of Los Angeles

Step 2: Receive Activation Code

- VSS page from email –vendor code in address bar

Step 2: Receive Activation Code

- One-time Activation Password from VSS Email

Welcome, New

View Frequently
Asked Questions

Account Verification.

Please enter the activation password provided to you by the City of Los Angeles

Vendor Verification Password : [   ]   Submit

Account Administrator   Passwords are set by your Account Administrator. If you don't know the password, see the contact informatic

Principal Contact :

Email :

Phone :

Additional Resources & Information:

Step 3: Create Your Account

My User Information

Cancel Registration   **Back**   **Next**

Create your user ID here. **You will be assigned the role of Primary Account Administrator.** Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

▼ General Information

*User ID (case sensitive) : [＿＿＿＿＿＿＿＿＿＿]

(User ID should be between 8 and 16 characters in length)

*First Name : [＿＿＿＿＿＿＿＿＿]

*Last Name : [＿＿＿＿＿＿＿＿＿]

*Email : [＿＿＿＿＿＿＿＿＿]

*Re-enter Email : [＿＿＿＿＿＿＿＿＿]

*Phone : [＿＿＿＿]   Ext. : [＿＿＿＿]
XXX-XXX-XXXX

Fax : [＿＿＿＿]
XXX-XXX-XXXX

▼ Password

*Password (case sensitive) : [＿＿＿＿＿＿＿＿＿]   (Passwords should be between 8 and 16 characters in length)

*Re-enter Password : [＿＿＿＿＿＿＿＿＿]

*Security Question : [＿＿＿＿＿＿＿＿＿ ▼]

*Security Answer (case sensitive): [＿＿＿＿＿＿＿＿＿]

*Re-enter Security Answer : [＿＿＿＿＿＿＿＿＿]

* Indicates a required field

Additional Resources & Information:

Cancel Registration   **Back**   **Next**

Create your user ID and password

Step 3: Create Your Account

- Thank you Page
- Visit lavss.lacity.org to log-in your account

What can I do in VSS?

Maintain Addresses

Changes to your Business & Address Info will be processed by VSS

You will receive confirmation emails once the changes are approved & applied

Account Information | Financial Transactions | Catalog Management

Summary | Business Info | Addresses & Contacts | Users

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts

Existing Address & C

Address ID	Addre...
AD001	Orderir...
AD002	Payme...

First | Prev | Next

Subject: ADVMAIL: VSS changes approved

Eileen test:

This correspondence is to notify you that the changes that were submitted to your Vendor account using the ADVANTAGE VSS system have been approved.

Please review the below information to verify that the new information reflected in the system is correct and accurate.

Annual Income: Old :   New : 5 - 10 million
Number of Employees: Old :   New : 251 - 500

The following comments from the approving party were included detailing additional information about your account:

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Add Additional Users From Your Organization

Account Information	Financial Transactions	Catalog Management

Summary | **Business Info** | **Addresses & Contacts** | **Users**

Account Users

You control the level of access of other users in your organization

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status		
VSS Admin 1	VSS Admin 1	test	Account Administrator	Active	View/Modify	Delete

First | Prev | Next | Last

Add a second administrator

Add

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Review Your Contracts & Orders

Use the Reference button to see associated invoices, scheduled payments, and checks/EFTs

Review key amounts

Submit Invoices Online
Input General Information

Submit Invoices Online
Input General Information

Account Information | **Financial Transactions** | **Catalog Management**

Agreements | **Scheduled Payments** | **Checks/EFTs** | **Invoices**

1 Header Information **2** Line Information **3** Comments & Attachments **4** Invoice Summary

View Frequently Asked Questions

1 Header Information
2 Line Information
3 Comments & Attachments
4 Invoice Summary

[Cancel Invoice] [Go To Next Step]

▼ Header Information

Vendor Name : Test Vendor 123
Agreement ID : PO 02934023948
Vendor Invoice Number : INV1234567
Invoice Amount : 1250.00
Invoice Date : 06/09/2016

Input invoice numbers

▼ Payment Address Information

Address ID : 1 [Find]
Street 1 : 123 West Main Street
Street 2 :
City : Los Angeles
State/Province : CA
Zip Code : 91108
Country : US

Select the payment address & contact

▼ Contact Information

Contact ID : PC002 [Find]
Contact Name : John Pollard
Contact Phone : 123-456-7890
Contact Phone Ext. :
Contact Email :

Manage discount terms (if applicable)

▼ Discount Information

☐ Make No Changes to Discounts Inferred for this Invoice. ☑ Make Changes to Discounts for this Invoice. ☐ Apply No Discount for this Invoice

Number of Days : 20 Discount Percent : 15.0000 Number of Days : 20 Discount Percent : 15.0000

[Cancel Invoice] [Go To Next Step]

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Submit Invoices Online
Select Lines From Your Contract

1 Header Information	2 Line Information	3 Comments & Attachments	4 Invoice Summary

Select All Invoice Lines	UnSelect All Invoice Lines	Cancel Invoice	Previous	Go To Next Step

Line No		Description	Information for New Invoice	Information From Agreement	Comments (Optional)
1	☑	srpt: 00 dept. 26	Service From : 02/01/2016 Service To : 02/01/2017 Line Amount : $300.00	Service From : 02/01/2016 Service To : 02/01/2017 Line Amount : $300.00 Ref Line Number : 1	

Select All Invoice Lines	UnSelect All Invoice Lines	Cancel Invoice	Previous	Go To Next Step

Easily select the lines from the order that you want to invoice

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Submit Invoices Online
Provide Attachments and Comments

Account Information	Financial Transactions	Catalog Management

Agreements	Scheduled Payments	Checks/EFTs	Invoices

1 Header Information	**2** Line Information	**3** Comments & Attachments	**4** Invoice Summary

Attach Your Files (Optional)
If you have files that you want to include as part of your invoice, click the 'Attach Files' button

Attach Files

Upload attachments that will remain stored with your invoice

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button(✂) next to the item you wish to delete.

	File Name	Date	User ID	Proprietary Flag

First Prev Next Last

Comments :

Account Information	Financial Transactions	Catalog Management

Agreements	Scheduled Payments	Checks/EFTs	Invoices

1 Header Information	**2** Line Information	**3** Comments & Attachments	**4** Invoice Summary

Attach Your Files (Optional)
If you have files that you want to include as part of your invoice, click the 'Attach Files' button

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button(✂) next to the item you wish to delete.

		File Name	Date	User ID	Proprietary Flag
✓	✂	Freight Bill - Shipment1.docx	2/3/17	IST04TEST	Standard
	✂	Freight Bill - Shipment2.docx	2/3/17	IST04TEST	Standard

First Prev Next Last

Comments : This is a full invoice for goods delivered 02/2017

Enter comments & notes

Cancel Invoice	Previous	Go To Next Step

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Submit Invoices Online
Review & Submit

Check On Your Scheduled Payments

View Information on Issued Payments

Check/EFT Summary Search

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.

Results - To sort results, click a column heading.

Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.

PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.

References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.

Download - To download the search results to a CSV file, click the 'Download' button, and the downloaded file has a 2,000 line limit.

Search for Checks/EFTs

Check/EFT Number : [   ]   Payment From : 6/1/2006

Check/EFT Status : [▼]   Payment To : [   ]

[Search] [Clear]

Easily find check numbers & issue dates

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
☑	10/28/2016	0300694439	AD 26 170000020335	Disbursed	250.16

[First] [Prev] [Next] [Last]

[Details] [Download] [PDF] [Reference]

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Track Invoice Processing

Account Information	Financial Transactions	Catalog Management

Agreements		Scheduled Payments		Checks/EFTs		Invoices

Invoice Results — To sort invoice results, click a column heading.
Create New Invoice — To create new invoices, click the 'Create New Invoice' button to navigate to the Agreement Summary Search page to select an — Agreement to be invoiced
Details — Select an invoice from the invoice results and click the 'Details' button.
Download — To download invoice results to a CSV file, click 'Download' button. The downloaded file has a 2,000 line limit.
PDF — To View, Save, or Print a PDF version of an invoice, select an invoice and click the 'PDF' button.
Reference — To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Invoices

Invoice Number : [   ]   Fully Paid? : [No ▾]   Invoice From : [6/1/2006]
Total Invoice Amount : [   ]   Invoice To : [   ]
Invoice Status : [▾]
Agreement ID : [   ]

[Search] [Clear]

> View if your invoice has been approved or scheduled for payment

> Use the reference tab to see pending or issued payments for your invoice

Select	Invoice Number	Invoice Date	Total Invoice Amount	Invoice Status	Total By Invoice Status	Invoice Transaction ID	Scheduled	Paid Amount	Fully Paid?
☐	170000133	01/17/2017	$459.00	Payment Scheduled	$459.00	IN 40 170000000133	02/06/2017		No
☐	17000031	10/18/2016	$918.00	Approved	$918.00	IN 40 170000000031			No
☐	1700062	11/04/2016	$229.50	Payment Held	$229.50	IN 40 170000000062			No
☐	1700067	11/04/2016	$229.50	Payment Held	$229.50	IN 40 170000000067			No
☐	1700072	11/04/2016	$229.50	Payment Held	$229.50	IN 40 170000000072			No
☐	170078	11/04/2016	$350.00	Cancelled	$350.00	IN 40 170000000078		$0.00	No
☐	BETH1	10/18/2016	$1,147.50	Approved	$1,147.50	IN 40 170000000006			No
☐	BETH2	10/18/2016	$918.00	Approved	$918.00	IN 40 170000000010			No
☐	BETH4	10/18/2016	$1,197.50	Approved	$1,197.50	IN 40 170000000021			No
☐	BETH5	10/18/2016	$1,097.50	Approved	$1,097.50	IN 40 170000000022			No

[First] [Prev] [Next] [Last]

[Create New Invoice] [Details] [Download] [PDF] [Reference]

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VSS Recap

- Visit https://lavss.lacity.org
- Search Your Organization
  - Click on "VSS GUIDES"
  - Click "Contact the City for an Activation Code" link
  - Request Activation Code

- Activation Email from VSS
  - Click on the provided link within the email
  - Enter the one time password from the email

- Create Your Account for VSS
  - Review and update your organization information
  - Add/assign user
  - Submit/track invoices online

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Questions / Comments?